

## ***Publications:***

Do a mock-up of your proposed printing job. Send to your Program Coordinator for approval. The Program Coordinator may have changes to be made. Send the revised mock-up with the proposed changes made for final approval. Printing follows the same procurement rules as any other purchase. Publications may not contain fundraising language (asking for donations, publicizing fundraising activities, etc.); lobbying language (promoting or obstructing a particular piece of legislation or policy); or logos/advertising of agencies that fundraise or lobby (United Way, political parties, etc.) Make sure the language is easy to understand, and contains proactive messaging.

For all VOCA/VAWA/SVAP publications:

Prior to the printing of any materials that will be distributed, such as pamphlets, newsletters, billboards, safety cards, or brochures, etc., they must be submitted to the Office of Highway Safety and Justice Programs for approval. Note: All materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements:

The subgrantee also agrees that one copy of any such publications will be submitted to the SFA to be placed on file and distributed as appropriate to other potential subgrantees or interested parties.

***VOCA Disclaimer: if your award is 1V15 (2015 VA GX 0001) if your award is 1V16 (2016 VA GX 0022)***

"This project was supported by Federal Formula Grant # (Please contact Program Coordinator for Federal Grant Number), awarded by the Office of Victims of Crime, U.S. Department of Justice through the South Carolina Department of Public Safety. Any points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

***VAWA Disclaimer:***

"This project was supported by subgrant no. [insert your subgrant number 1K      here] awarded by the state administering office for the S.T.O.P. VAWA Formula Grant Program. The opinions, finding, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women."

***SVAP Disclaimer:***

"This project was supported by subgrant no. [insert your subgrant number 1W      here] awarded by the state administering office for the State Victims Assistance Program. The opinions, finding, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the South Carolina Department of Public Safety, Office of Highway Safety and Justice Programs."